

# IT1 - IT ACCEPTABLE USE POLICY

## Purpose

To define the responsibilities of all IT users to use and to protect IT resources appropriately.

## Background

Freightways provides Information Technology (IT) resources to a large and varied group of people. Members of the **Freightways group** must at all times comply with relevant laws, **Freightways** policies and standards. IT users who deal with sensitive data must take particular care to ensure that they comply with all laws and **Freightways** policies and practices relating to the privacy and security of data.

Some business units within the **Freightways**, including **Freightways Information Services (FIS)**, maintain additional IT standards. IT users to whom those additional IT standards apply must also comply with those requirements.

**Freightways** seeks to establish and maintain access for **Freightways** staff to key business systems, to allow access to knowledge from both intranet and internet sources and encourages open sharing of information.

## Policy Application

This policy applies to all members of the Freightways group whether at a Freightways site or elsewhere and refers to all IT resources.

## Definitions

Term	Definition
<b>IT resources</b>	refers to any <b>Freightways</b> owned or operated hardware or software and the data that is used or stored on it.
<b>IT user</b>	means any individual member of the <b>Freightways group</b> using IT resources.
<b>Heads of unit</b>	General Managers, Freightways CEO, Freightways CFO, Freightways CIO.
<b>Unit</b>	refers to an organisational grouping across <b>Freightways</b> and includes Business Units, Internal Service providers.
<b>Freightways</b>	Freightways Limited and its subsidiary companies together or individually as the context implies.
<b>Freightways Group</b>	includes all staff members (whether permanent, temporary or part time), contractors, subcontractors, consultants, business partners or official visitors or guests of members of <b>Freightways</b> staff.

## Key Relevant Documents

Include the following:

- [Privacy Act 2020](#) (NZ)
- [Privacy Act 1988](#) (AU)
- [Copyright Act 1994](#) (NZ)
- [Copyright Act 1968](#) (AU)
- Freightways - IT Security Policy
- Freightways - Offensive Materials Policy
- Freightways - IT Privacy and Monitoring Policy

## Roles and Responsibilities

**Freightways group** staff must maintain awareness and adherence to applicable IT policies, standards and guidelines.

**Heads of unit** are responsible for communicating and applying IT policies, standards and guidelines within their unit.

## Policy

1. IT users must use IT resources responsibly, efficiently and in an ethical manner, and with due regard to the rights of others
2. All IT users must guard against any misuse which aims to disrupt IT resources at **Freightways** or beyond
3. For the avoidance of doubt, unacceptable conduct includes, but is not limited to:
  - Using IT resources in a way that interferes with the reasonable use of IT resources by other IT users.
  - Using IT resources in a way that hinders **Freightways** in meeting its legal obligations.
  - Assuming another person's identity or role.
  - Communicating on behalf of an organisation or unit that the IT user does not have the authority to represent.
  - Accessing, using, destroying, altering, dismantling or disfiguring IT resources without appropriate authority or other lawful excuse.
  - Breaching any **Freightways** or third-party copyright or patent protection and authorisations, including licence agreements and other contracts.
  - Breaching the privacy of individuals without appropriate authority or other lawful excuse.
  - Using IT resources to bully, harass or victimise any other person.

## Other IT-related policies

This IT Acceptable Use Policy should be read in conjunction with all other Freightways IT-related policies.